

Checklist for VA Form 22-0839  
Yellow Ribbon Program Agreement  
Award Year 2011-12

General Eligibility

- ☐ Is the school an institution of higher learning and approved for GI Bill education programs? If not, please seek approval through your State Approving Agency before applying for GI Bill education programs.
- ☐ If the institution is located outside the U.S., is it a branch of an approved institution of higher learning in the U.S.? (Foreign schools without a main campus in the U.S. are not eligible for the Yellow Ribbon Program.)
- ☐ Is the agreement being submitted by the deadline, and did the institution retain record of VA's receipt of the agreement?

Line Items

- ☐ Identifying information: do the name, address, and corresponding facility code match the approval by the State Approving Agency?
- ☐ Line 5: are one or more boxes checked? (see line item number 3 regarding prohibited sources of funds).
- ☐ Line 6: Are the total number of students and academic year entered here? The total maximum number of students entered in the table per number 7 must comprise this figure.
- ☐ Line 7: are at least columns A, B, and D populated for each contribution? Enter the contribution amount per student per year (not per credit hour).
- ☐ Line 8: If a centralized agreement is submitted, do all locations listed have their separate approvals and facility codes? Does the addendum contain the names, addresses, and facility codes of each participating location?
- ☐ Line 13: Is all required contact information provided for the Point of Contact (POC) for the Yellow Ribbon Program at your institution? Is all required contact information provided for the school certifying official?
- ☐ Signature of Authorizing Official – Are all four blocks completed?

Thank you for your interest in participating in GI Bill education programs.